



8811

Administrative Assistant I (Temporary Part-time)

Jefferson County seeks a part-time temporary individual to perform clerical and administrative support tasks, customer service, and data entry support for the Register of Deeds office. Anticipate 16 hours/week possibly through the end of the year. Starting wage is \$13.46/hr.

High school diploma or equivalent with at least one year clerical experience including data entry, basic office and bookkeeping experience or equivalent required. Previous real estate, vital records, or title industry experience highly preferred.

Application review begins July 28, 2015 and is open until filled. Visit www.jeffersoncountywi.gov or Human Resources for position details and application. For consideration submit application, cover letter, and resume online or send to: Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

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